

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Accessions

**Version 3.0
April 24, 2009**

Prepared by
Commandant (CG-632)
U.S. Coast Guard
1900 Half Street, SW
Washington, DC 20593-0001

TABLE OF CONTENTS

1	PORTAL	3
2	VIEW ONLY – APPLICANT DATA	4
2.1	APPLICANT DATA - NAME	4
2.2	APPLICANT DATA - ADDRESS	5
2.3	APPLICANT DATA - PERSONAL PROFILE	9
2.4	APPLICANT DATA - ELIGIBILITY / IDENTITY	10
2.5	APPLICANT DATA - APPLICATION 1	12
2.6	APPLICANT DATA - PHYSICAL CHARACTERISTICS	13
2.7	APPLICANT DATA - APPLICATION 2	14
2.8	APPLICANT DATA - RESUME TEXT	16
3	VIEW ONLY – APPLICANT PRIOR WORK EXPERIENCE	17
4	VIEW ONLY – APPLICANT EDUCATION	19
5	VIEW ONLY – APPLICANT LICENSES AND CERTIFICATIONS	21
6	VIEW ONLY – APPLICANT CONTRACT DATA	22
6.1	APPLICANT CONTRACT DATA - CONTRACT STATUS/CONTENT	22
6.2	APPLICANT CONTRACT DATA – CAREER INFORMATION	23

1 PORTAL

The Portal gives one click access to each Component. The links under Accession will take you right to the Component name you are trying to access.

The screenshot displays the Oracle HR Portal interface. On the left is a 'Personalize Content Layout' sidebar with a tree view containing links like 'My Favorites', 'Administer Workforce', 'Define Business Rules', 'Develop Workforce', 'PeopleSoft', 'Self Service', 'Global Payroll & Absence Mgmt', 'Set Up HRMS', 'Proprietary', 'My Content', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Run & Query', 'Workflows', 'Change My Password', 'My Personalization', 'My System Profile', and 'My Dictionary'. The main content area is divided into several sections:

- Accessions**: A table with links to 'Applicant Data', 'Post Work Experience', 'Education', 'Licenses and Certificates', 'Honors/Awards', and 'Applicant Contract Data'.
- Assignments**: A table with links to 'Job Requisition Data', 'Open Requisition', 'Requirements Search - Employees', and 'Requirements Search - Applicant'.
- Care HR**: A table with links to 'Job Data', 'Statement of Creditable Ser', 'Licenses and Certificates', 'Honors and Awards', 'Education', 'Addresses', 'Emergency Contact', 'Member Class', 'CQ Member Info', and 'Personal Data'.
- Foundation Tables**: A table with links to 'Location Table' and 'Department Table'.
- Self Service**: A table with links to 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Create a Livable', 'My Job Preferences', 'Review My Resume', and 'Personal Information'.
- Position Management**: A table with links to 'Job Code Table', 'Position Data', 'Role Competency', and 'Role Accomplishment'.
- Reports**: A table with links to 'Exits/Licenses', 'Officer Accomplishments', 'Applicant Accomplishments', 'Requisition Data', 'Router', and 'Query-Serve Lookup'.

At the top right, there is a search bar and a user profile dropdown menu showing 'Mr. Lins' and a 'Select One' option.

2 VIEW ONLY – APPLICANT DATA

Although Applicant Data is very similar in format to the data collected for employees, the information is stored in separate tables. External applicants are identified by the Applicant Status of 'External Applicant'. This information is loaded via an interface from eCAD. All Applicant Data is view only.

2.1 Applicant Data - Name

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

ORACLE

►

Name Address Personal Profile Eligibility/Identity Application 1 Physical Char ►

Applicant ID: A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Name

Format Using: USA United States

Name: Pitt,Brad

Prefix:

First Name: Brad **Middle:**

Last Name: Pitt **Suffix:**

Save Return to Search Previous tab Next tab

Name | Address | Personal Profile | Eligibility/Identity | Application 1 | Physical Char | Application 2 | Resume Text

- The **Name** is loaded separately as First Name, Middle Name, Last Name and Suffix, and is then formatted in the special PeopleSoft name format in the Name field. The USA Format will be used for all PHS names.

2.2 Applicant Data - Address

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.



The screenshot shows the Oracle PHS Accessions system interface. At the top is the Oracle logo. Below it is a navigation bar with tabs: Name, Address (selected), Personal Profile, Eligibility/Identity, Application 1, and Physical Char. The main content area displays applicant information for Brad Pitt. The Applicant ID is A0040890 and the Application Date is 03/30/2009. The Applicant Status is External Applicant. Below this is a section titled 'Home Address' with fields for Country (USA, United States), Address 1 (10 Main Street), Address 2, Address 3, City (Disney), County, State (VA, Virginia), and Postal (22202). At the bottom of the form are links for Mailing Address, Email, and Phones. Below the links are buttons for Save, Return to Search, Previous tab, and Next tab. At the very bottom is a breadcrumb trail: Name | Address | Personal Profile | Eligibility/Identity | Application 1 | Physical Char | Application 2 | Resume Text.

ORACLE

Name **Address** **Personal Profile** **Eligibility/Identity** **Application 1** **Physical Char**

Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Home Address

Country: USA United States

Address 1: 10 Main Street

Address 2:

Address 3:

City: Disney

County: **Postal:** 22202

State: VA Virginia

[Mailing Address](#) [Email](#) [Phones](#)

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- **Home Address** is loaded on the Address tab. At least Address 1, City, State and Postal should be populated for an address.
- The **Mailing Address**, **Email** and **Phone** hyperlinks provide access to the view only areas for those fields.

Mailing Address hyperlink:



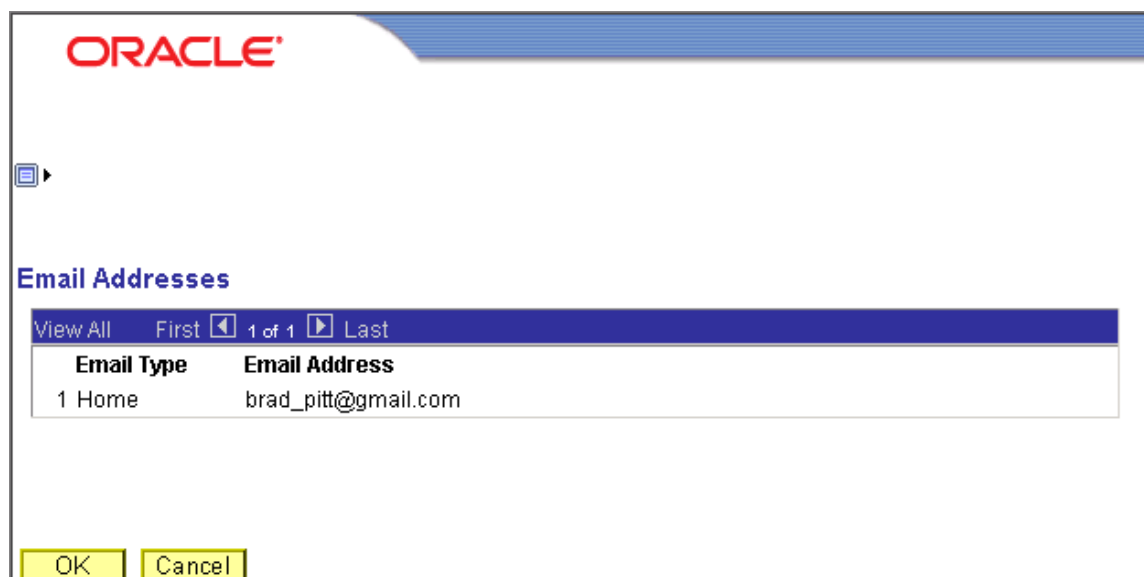
The Oracle Mailing Address form displays the following information:

- Country:** USA United States
- Address 1:** 123 Elm St
- Address 2:**
- Address 3:**
- City:** Leesburg
- County:**
- State:** VA Virginia
- Postal:** 20175

Buttons: OK, Cancel

- **Mailing Address** is loaded under the Mailing Address hyperlink. The Coast Guard uses mailing address to mail paychecks and has made the field required. The mailing address must be loaded even if it is the same as the home address.

Email hyperlink:



The Oracle Email Addresses form displays the following information:

- Email Addresses**
- View All First 1 of 1 Last
- | Email Type | Email Address |
|------------|---------------------|
| 1 Home | brad_pitt@gmail.com |

Buttons: OK, Cancel

- **Email Addresses** are loaded under the Email hyperlink. Multiple email addresses can be loaded.
- Email Type '**Business**' will be used for Work Email Address
- Email Type '**Home**' will be used for Home Email Address
- Other Email Addresses can also be entered (**Campus, Dorm, Other**)

Phone Hyperlink:

ORACLE

Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Phone Type	Contact # or Address
Home	703/777-7999

First 1 of 1 Last

OK Cancel

- **Phone Numbers** are loaded under the Phone hyperlink. Multiple Phone numbers can be loaded. Here is an example of some of the Phone Types.
 1. Business
 2. Cellular
 3. Fax
 4. Home
 5. Home Fax
 6. Main
 7. Other
 8. Pager 1
 9. Telex
 10. Work Cell
 11. Work Fax

2.3 Applicant Data - Personal Profile

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

The screenshot shows the Oracle PHS Accessions system interface. At the top is the Oracle logo. Below it is a navigation bar with tabs: Name, Address, Personal Profile (selected), Eligibility/Identity, Application 1, and Physical Char. The main content area displays applicant information for Brad Pitt. The Applicant ID is A0040890 and the Application Date is 03/30/2009. The Applicant Status is External Applicant. The Gender is Unknown and the Marital Status is Unknown. Below this is a section titled 'Referral Source' with fields for Source, Employee Referral ID, and Specific Referral Source, all of which are currently blank. At the bottom of the form are buttons for Save, Return to Search, Previous tab, and Next tab. A breadcrumb trail at the very bottom shows the navigation path: Name | Address | Personal Profile | Eligibility/Identity | Application 1 | Physical Char | Application 2 | Resume Text.

ORACLE

►

Name **Address** **Personal Profile** **Eligibility/Identity** **Application 1** **Physical Char** ►

Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Gender: Unknown **Marital Status:** Unknown

Referral Source

Source:

Employee Referral ID:

Specific Referral Source:

Save Return to Search Previous tab Next tab

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- Gender will be Unknown.
- Marital Status will be Unknown.
- The Referral Source fields will be left blank.

2.4 Applicant Data - Eligibility / Identity

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

The screenshot shows the Oracle PHS Accessions system interface. At the top is the Oracle logo. Below it is a navigation bar with tabs: Name, Address, Personal Profile, Eligibility/Identity (selected), Application 1, and Physical Char. The main form area displays applicant information for Brad Pitt. Fields include Name (Pitt,Brad), Applicant ID (A0040890), Applicant Status (External Applicant), Application Date (03/30/2009), Date of Birth (04/01/1960), and a checked box for 'Age 18 or Older'. The Highest Education Level is 'A-Not Indicated' and the Language Code is blank. A 'National ID' section shows a table with one entry: USA, PR, Social Security Number, 555444666, with the Primary ID checkbox checked. Below this, the 'USA' section shows Ethnic Group (Identification Pending), Military Status (Not indicated), and a checked box for 'Eligible to Work in U.S.'. The 'US Federal' section is collapsed. At the bottom are buttons for Save, Return to Search, Previous tab, and Next tab, followed by a list of navigation links.

ORACLE

Navigation: [Name](#) | [Address](#) | [Personal Profile](#) | **Eligibility/Identity** | [Application 1](#) | [Physical Char](#)

Name: Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Date of Birth: 04/01/1960 ☒ **Age 18 or Older**

Highest Education Level: A-Not Indicated **Language Code:**

National ID View All First 1 of 1 Last

Country	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	555444666	<input checked="" type="checkbox"/>

USA

Ethnic Group: Identification Pending

Military Status: Not indicated ☒ **Eligible to Work in U.S.**

Ethnic Category:

US Federal

Buttons: [Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#)

Navigation Links: [Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- Birth Date will contain the date of Birth.
- Highest Education Level will be A-Not Indicated.
- Language Code will be left blank.
- National ID will contain the US Social Security Number. Country will be 'USA', National ID Type will be 'PR – payroll' and Primary ID will always be checked 'yes'.
- Ethnicity will be updated during the Hire Interface from eCAD.

US Federal

Additional Birth Information

Birth Location:	Hollywood
Birth Country:	USA
Birth State:	California

Veterans Information

Veterans Preference: None	Military Service Verified <input type="checkbox"/>
Veterans Status:	Notify Military Pay Center <input type="checkbox"/>
Reserve Category:	Veterans Preference RIF <input type="checkbox"/>
Uniformed Service:	Disabled Veteran <input type="checkbox"/>
Military Separation Status:	Military Grade:
Military Service Start Date:	Military Service End Date:
	Creditable Military Service:

Other Information

Disability Code:	05
-------------------------	----

Save
 Return to Search
 Previous tab
 Next tab

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- Birth Location, Country and State will be loaded and maintained by the eCAD Interface.

2.5 Applicant Data - Application 1

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

ORACLE

►

Name **Address** **Personal Profile** **Eligibility/Identity** **Application 1** **Physical Char** ►

Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Application Status: Active **Application Status Date:** 03/31/2009

Letter Code: **Date Letter Printed:**

Purge Date:

Preferences

Business Unit: PHS PHS ☐ **Willing to Travel**

Location 1: ☐ **Willing to Relocate**

Location 2: ☐ **Previously Employed by Company**

Job Function: CLN Clinical ☐ **Relative in Company**

Geographic Preference

► **US Federal**

- **Application Status** will contain the status of the applicant. The valid values are Active, Hired or Inactive.
- **Application Status Date** will be the date the application status changed from active to hired or inactive.
- **Preferences** will be redesigned for the assignments process. It will not be searchable. The Preferences section about will not be used by PHS.

▼ **US Federal**

Federal Preference Data

☐ **Previous Federal Employee** ☐ **Previous Agency Employee**

☐ **Current Federal Employee** ☐ **Current Agency Employee**

- **US Federal Flag** will not be used by PHS.

2.6 Applicant Data - Physical Characteristics

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

The screenshot shows the Oracle PHS Accessions system interface. At the top is the Oracle logo. Below it is a navigation bar with tabs: Name, Address, Personal Profile, Eligibility/Identity, Application 1, and Physical Char (which is selected and highlighted with a yellow arrow). The main content area displays applicant information for 'Pitt, Brad'. The 'Applicant ID' is A0040890 and the 'Application Date' is 03/30/2009. The 'Applicant Status' is 'External Applicant'. Below this, there are two input boxes for physical characteristics. The first box contains fields for Height (6.0), Weight (180.0), Frame Size, Hair Color, Eye Color, and a checkbox for Colorblindness. The second box contains fields for Overweight (checkbox), Weight Date, and Weight Over. At the bottom of the form, there are buttons for Save, Return to Search, Previous tab, and Next tab. Below the buttons is a navigation bar with links: Name | Address | Personal Profile | Eligibility/Identity | Application 1 | Physical Char | Application 2 | Resume Text.

ORACLE

►

Name **Address** **Personal Profile** **Eligibility/Identity** **Application 1** **Physical Char** ►

Pitt,Brad **Applicant ID:** A0040890

Applicant Status: External Applicant **Application Date:** 03/30/2009

Height: 6.0 **Weight:** 180.0 **Frame Size:**

Hair Color: **Eye Color:** ☐ **Colorblindness**

Overweight ☐ **Weight Date:** **Weight Over:**

[Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- Height and Weight will be populated with the default values of 48 and 70, respectively.

2.7 Applicant Data - Application 2

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

The screenshot shows the Oracle PHS Accessions system interface. At the top is the Oracle logo. Below it is a navigation bar with tabs: Personal Profile, Eligibility/Identity, Application 1, Physical Char, Application 2 (selected), and Resume Text. The main content area displays applicant information for Brad Pitt. It includes fields for Applicant ID (A0040890), Applicant Status (External Applicant), Application Date (03/30/2009), and Desired Start Date (04/01/2009). There is a section for Minimum Acceptable Pay Rate with fields for Amount and Pay Frequency. Below that is the Desired Employment section, which includes checkboxes for days of the week (Monday through Friday are checked, Saturday and Sunday are unchecked) and fields for Regular/Temporary, Full/Part-Time, Desired Shift, and Desired Hours Per Week. At the bottom, there is a dropdown menu showing 'US Federal'.

ORACLE

Personal Profile Eligibility/Identity Application 1 Physical Char **Application 2** Resume Text


Pitt,Brad **Applicant ID:** A0040890
Applicant Status: External Applicant **Application Date:** 03/30/2009
Desired Start Date: 04/01/2009

Minimum Acceptable Pay Rate
Amount:
Pay Frequency:

Desired Employment
Regular/Temporary: ☒ Monday ☐ Saturday
Full/Part-Time: ☒ Tuesday ☐ Sunday
Desired Shift: ☒ Wednesday
Desired Hours Per Week: ☒ Thursday
☒ Friday

▶ US Federal

- **Desired Start Date** is where you will track the availability of the applicant.
- **Minimum Acceptable Pay Rate** is not applicable to PHS.
- The **Desired Employment** section will be set with defaults.
- **Regular/Temporary** will have the default value of 'Regular'.
- **Full/Part-Time** will have the default value of 'Full-Time'.
- **Desired Shift** will have the default value of 'Any', and **Desired Hours per Week** will have the default value of '40'.

 US Federal	
Minimum Acceptable Pay/Grade	
Pay Plan:	Grade:
Federal Pay History	
Highest Pay /Grade:	
Plan	
Highest Career Tenure:	
Separation Incentive:	
Separation Incentive Date:	
Barg	/Union Code:
Unit	

US Federal Flag will not be used by PHS.

2.8 Applicant Data - Resume Text

From the Portal Homepage click inside the PHS Accessions box on the Applicant Data hyperlink.

The screenshot shows the Oracle PHS Accessions Applicant Data form. At the top is the Oracle logo. Below it is a navigation bar with tabs: Personal Profile, Eligibility/Identity, Application 1, Physical Char, Application 2, and Resume Text (which is selected). The form displays the following information:

Pitt,Brad	Applicant ID:	A0040890	
Applicant Status:	External Applicant	Application Date:	03/30/2009

Below this information is a large, empty text area for the resume text. At the bottom of the form are four buttons: Save, Return to Search, Previous tab, and Next tab. Below the buttons is a breadcrumb trail: [Name](#) | [Address](#) | [Personal Profile](#) | [Eligibility/Identity](#) | [Application 1](#) | [Physical Char](#) | [Application 2](#) | [Resume Text](#)

- **Resume Text** is where PHS can store a text resume for an applicant. This free form text field is not searchable during the resume matching process.

3 VIEW ONLY – APPLICANT PRIOR WORK EXPERIENCE

From the Portal Homepage click inside the PHS Accessions box on the Prior Work Experience hyperlink.

ORACLE

Prior Work Experience 1 | **Prior Work Experience 2**

Pitt, Brad

Applicant ID: A0040890

Applicant Status: External Applicant

Application Date: 03/30/2009

Years of Work Experience:

[View All](#) | First 1 of 2 Last


Sequence Number:	1
Start/End Date:	01/01/2000 01/01/2009
Employer:	St Francis
Country:	USA United States
City:	
State:	
Phone:	


☐ **Relevant Work Experience**

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#)

[Prior Work Experience 1](#) | [Prior Work Experience 2](#)

- **Years of Work Experience:** This is an accumulator of relevant work.
- **Sequence Number** is the count of prior work entered.
- **Start/End Date** is where the interface will load when the applicant worked for this particular employer.
- If the work is **Relevant Work Experience** then you check the check box. When this box is checked it will accumulate the **Years of Work Experience**.
- **Employer** is where you put the employer's name. You will also want to enter the **City**, **State** and **Phone** number for this employer.
- **Country** defaults to USA.





Prior Work Experience 1

Prior Work Experience 2

Pitt,Brad

Applicant ID: A0040890

Applicant Status: External Applicant

Application Date: 03/30/2009

[View All](#) First 1 of 2 Last


Sequence Number: 1 St Francis


Ending Job Title: Pediatric Oncology Nurse


Ending Pay Rate:


Pay Frequency: Month

Description: Pediatric Oncology Nurse

 Save

 Return to Search

 Previous tab

 Next tab

[Prior Work Experience 1](#) | [Prior Work Experience 2](#)

- **Ending Job Title** is the Title of the position the applicant was in.
- **Ending Pay Rate** and **Pay Frequency** will be blank.
- **Description** is a free text explanation of the applicant's prior work experience.

4 VIEW ONLY – APPLICANT EDUCATION

From the Portal Homepage click inside the PHS Accessions box on the Education hyperlink.

The screenshot shows the Oracle Professional Education form. At the top is the Oracle logo. Below it is a breadcrumb trail: Professional Ed and Trg > Pitt,Brad. The form displays the following information:

- Applicant ID:** A0040890
- Applicant Status:** External Applicant
- Application Date:** 03/30/2009

The **Professional Education** section is highlighted in blue. It includes a table with the following data:

Professional Education		View All	First	1 of 1	Last
Degree:	MD	Doctor of Medicine	<input checked="" type="checkbox"/>	Qualifying	
			<input type="checkbox"/>	Accredited	
			<input type="checkbox"/>	Graduated	
Date Acquired	01/01/1980	Average Grade:			
Major Code:	MED	Major:	Medicine		
School Code:	0000002734	School:	UNIVERSITY OF WISCONSIN-MADISO		
Educator:					
Country:	USA	United States			
State:	WI	Wisconsin			

At the bottom of the form are two buttons: **Save** and **Return to Search**.

- **Country** indicates the country that the degree was earned in.
- **Degree** is the type of degree earned. The system will hold multiple degrees of the same type, but only one per Date Acquired.
- The **Date Acquired** is the date that the degree was granted.
- **Average Grade** will be blank.
- The **Major** can be entered as a **Major Code** or as a description. If the code is used, the description is automatically completed with the description from the Major table.
- The **School** attended can be entered as a **School Code** or as a description. If the code is used, the description is automatically completed with the name of the school from the table. The school table holds a country and state for a school, but not a city or zip.
- **Educator** will be blank.
- **State** holds the state for the school.
- The **Qualifying** checkbox indicates whether or not this is a qualifying degree for the officer. Each officer should have one qualifying degree under which he or she was commissioned.
- The **Accredited** checkbox indicates that the institution where the degree was obtained has met

	<p>PHS accreditation standards.</p> <ul style="list-style-type: none">• The Graduated checkbox indicates that the degree has been completed.• The Minority Institution checkbox, Credit Hours and Hours Type fields will not be used.
--	--

5 VIEW ONLY – APPLICANT LICENSES AND CERTIFICATIONS

From the Portal Homepage click inside the PHS Accessions box on the Licenses and Certifications hyperlink.

ORACLE

Licenses/Certificates

Pitt,Brad

Applicant ID: A0040890

Applicant Status: External Applicant

Application Date: 03/30/2009

[View All](#) First 1 of 3 Last

License/Certif Code:	CTCPONA1	CPON Pediatric Oncology Nurse
Issue Date:	01/01/2009	
License #:	TEST	
Issued By:	0147 - ALASKA BOARD OF NURSING	
Expiration Date:	01/01/2012	
	<input type="checkbox"/> License Verified	<input type="checkbox"/> Qualifying
	<input type="checkbox"/> Renewal in Progress	

Issued In

Country: USA **State:**

[Save](#) [Return to Search](#)

- The **License/Certification Code** is a unique identifier for the type of license.
- The **Issue Date** is the date that the license was issued.
- The **License Number** is the number of the license given by the issuing authority.
- **Issued by** is a 30 character free text field which can hold the name of the issuing authority, if appropriate.
- The **Expiration Date** is automatically set based on the issue date and the length of time for renewal if the 'Renewal Required' checkbox is yes on the License and Certification Code table.
- The **Qualifying** checkbox indicates that this is the license that the officer used to qualify for his or her commission.
- The **License Verified** checkbox indicates that the license has been independently verified. PHS Has decided not to use this check box.
- The **Renewal in Process** checkbox indicates that the officer is currently pursuing a license renewal.
- The **Country** and **State** field indicate where the license has been issued.

6 VIEW ONLY – APPLICANT CONTRACT DATA

6.1 Applicant Contract Data - Contract Status/Content

From the Portal Homepage click inside the PHS Accessions box on the Applicant Contract Data hyperlink.

ORACLE

Contract Status/Content **Career Information**

Pitt,Brad

Applicant Status: External Applicant

Applicant ID: A0040890

Application Date: 03/30/2009

View All First 1 of 1 Last

Contract Number: 0001

Contract Status: Active

Contract Begin Date: 03/31/2009

Contract Expected End Date: 03/30/2039

Contract End Date:

Regulatory Region: USA

Contract Template ID:

☐ Additional Contract ☐ More than one year expected

Comment:

Contract Content:

[Contract Status/Content](#) | [Career Information](#)

- **Contract Number** is a coded field. It requires 4 numeric characters. If you only use one character it will populate the field with proceeding zeros. The max field length is 25 numeric characters.
- **Contract Begin Date** defaults to the current date. It will need to be changed if the contract begin date is different from the current date. The Contract Begin Date should be the date of hire.
- The **Contract End Date** will be left blank. The expiration of service is entered on the Service Information tab.
- By default the **Contract Status** will populate.
- The **Contract Expected End Date** will auto populate when the record is saved.
- **Regulatory Region** will default to USA.
- Contract Template ID and Initialize Contract will not be used by PHS.

6.2 Applicant Contract Data – Career Information

PHS can use this page to track the applicants rank and enlistment or commissioned date.

ORACLE

Home Add to My Links Sign out

Search: My Links:

[Help](#)

Contract Status/Content Career Information

Pitt, Brad

Applicant ID: A0040890

Application Date: 03/30/2009

Applicant Status: External Applicant

Jobcode	Description	Rank/Rate Status	Initial Source	Source	Enlistment/Commission Date	Category	Yr Grp	Pro Status
1 030097	LTJG Nurse Officer	Perm			03/30/2009			No classification

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#)

[Contract Status/Content](#) | [Career Information](#)

- The **Job Code** field will hold the officer **Job Code** that the applicant is expected to be hired into.
- The remaining fields on this page will not be used by PHS.